

**BY ORDER OF THE COMMANDER  
919TH SPECIAL OPERATIONS WING**

**919TH SPECIAL OPERATIONS WING  
INSTRUCTION 36-2201**



**6 JUNE 2013**

***Personnel***

***CAREER DEVELOPMENT COURSE (CDC)  
ORDER SHEET AND UPGRADE TRAINING  
DOCUMENTATION CHECKLIST***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements the provisions of Air Force Policy Directive (AFPD) 36-22, *Military Training*. It establishes the requirement and defines the procedures for the use of the 919 SOW Form 1, *Career Development Course (CDC) Order Sheet* and 919 SOW Form 4, *Upgrade Training Checklist For Mandatory Requirements*. It applies to all units assigned to the 919th SOW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route the AF IMT 847s from the wing through your publications/forms manager. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363) *Management of Records*, and dispose of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

***SUMMARY OF CHANGES***

Corrected administrative oversights and updated terminology.

**1. Use of the 919 SOW Form 1, *Career Development Course (CDC) Order Sheet*.** This form will be used by all unit training managers to order, request time extensions, request change of address/test control office for all mandatory Career Development Courses (CDC). This form may be used for voluntarily enrolled courses, specialized, and Development Education (DE) courses, if applicable, in the manner stated above. Most DE courses are self-enrollments, via the

Air University Student Information System (AUSIS) located at <https://ausis.maxwell.af.mil>. Students enrolled in voluntary courses have the responsibility of following the guidance contained in their student handbooks and/or applicable website for requesting time extensions, CEs, course cancellations, and address changes.

1.1. 919 SOW Form 1 Procedures: Supervisor will inform Unit Training Manager (UTM) of action to be taken. UTM's will complete 919 SOW Form 1 accordingly and submit the completed form to the Wing Education and Training office, 919 FSS/FSD.

1.2. 919 FSS/FSD will ensure timely and necessary action is taken on all forms and will maintain a suspense copy of the 919 SOW Form 1 until transaction is complete. 919 FSS/FSD will return 919 SOW Form 1 to the UTM when the transaction is completed.

**2. Use of the 919 SOW Form 4, *Upgrade Training Checklist for Mandatory Requirements*.** All UTM's will use this form to request a skill-level upgrade.

2.1. 919 SOW Form 4 Procedures: In addition to an AF Form 2096, the supervisor initiates the 919 SOW Form 4 for the UTM's review and forwards it to the UTM for review and processing. The UTM will review the individual's training record, AF Form 2096 and the 919 SOW Form 4. The UTM verifies all required training is complete and ensures individual meets all upgrade training requirements. The UTM forwards the 919 SOW Form 4, AF 2096 and trainee's automated training record (or paper version if authorized) to 919 FSS/FSD for final disposition.

2.2. 919 FSS/FSD reviews the completed 919 SOW Form 4, AF Form 2096 and the individual's training record. If approved, 919 FSS/FSD enters the update into Military Personnel System (MilPDS). If not approved, 919 FSS/FSD will return the entire package to the UTM for corrective action. Upon upgrade approval the UTM will keep the Form 4 on file until the upgrade action is reflected on the next training status code listing, at which time the 919 SOW Form 4 can be destroyed. 919 FSS/FSD will route the AF Form 2096 to the members Unit Personnel Record Group (UPRG).

ANTHONY J. COMTOIS, Col, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 37-123, *Management of Records*, 31 August 1994

AFPD 36-26, *Total Force Development*, 27 Sep 2011

***Prescribed Forms***

919 SOW Form 1, *Career Development Course (CDC) Order Sheet*, Mar 13

919 SOW Form 4, *Upgrade Training Checklist for Mandatory Requirements*. Ma 13

***Adopted Forms***

AF IMT 847, *Recommendation for Change of Publication*

AF Form 623, *On-the-Job Training Folder*,

***Abbreviations and Acronyms Update***

**AF IMT**—Air Force Information Management Tool

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AUSIS**—Air University Student Information System

**CDC**—Career Development Course

**CE**—Course Exams

**FSD**—Wing Education and Training

**IAW**—in accordance with

**MILPDS**—Military Personnel Data System

**RDS**—Air Force Records Disposition Schedule

**UPRG**—Unit Personnel Record Group

**USAF**—United States Air Force

**UTM**—Unit Training Manager